



New Civil and Family Case Scheduling Process

Effective December 5th, 2016, the NEW process is as follows:

■ **Call the Circuit Clerk's Office at 630-232-3413 and select the prompt for scheduling a civil or family case.**

Provide the clerk with the Judge that you are looking to schedule a case before and they will look up available sessions based on the type of motion that will be heard. The case will no longer be added to the court docket at the time of the phone call. The date will be scheduled when you file your original paperwork and pay any applicable filing fees with the clerk.

To ensure that the date that you request to schedule occurs, you must be prepared to file the original documents. Delaying your filing may cause the court session to be filled requiring you to select a new date.

■ **Emergency motions may be scheduled by the Circuit Clerk as long as there is availability on the court calendar.**

If the requested court session is full the Clerk will not be able to schedule the motion; however, you will have the option of walking the motion into the Judge and he/she will determine whether they will hear the emergency matter.

In the case of emergency motions the clerk will schedule the date without having the original paperwork. This is the only instance where the Circuit Clerk will schedule a court date without first having the original paperwork and any applicable filing fees.

PLEASE NOTE: Once the clerk has filed the original documents they are unable to cancel a scheduled court date. Cancellations will need to be addressed with the Court for an Order to remove the date from the Court calendar.

For your convenience you may file your documents by fax, email, mail or in person with the Circuit Clerk's Office and Satellite offices. Deputy clerks at any of our customer counters will be able to schedule and file your document consistent with available dates.

email: civilfamilyscheduling@co.kane.il.us

Judicial Center

Lower Level Room 003
37W777 IL- Route 38
St Charles, IL 60175
Hours: 8:30 - 4:30 M-F
Closed Noon - 1pm

Main Office

540 S. Randall Rd.
St. Charles, IL 60174
Hours: 8:30 - 4:30 M-F
Wed. Lobby Open Until 7pm
Fax 630.232.3419

Kane County Courthouse

Room 160
100 S. Third St.
Geneva, IL 60134

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www.cic.co.kane.il.us

Beginning December 5th, 2016